



## Procedure for Issuance of Fire Hydrant Use Permit

Permit No.	Building Department Hours	Date Issued
	8am to 3pm Monday through Friday	
	440-235-4225	

1. The applicant will complete an “**Application for Fire Hydrant Use Permit**” request form and submit it to the Olmsted Township Building Department.
2. When the “**Application for Fire Hydrant Use Permit**” request form is completed and received at the Olmsted Township Building Department, the following procedure will be done:
  - A. Applicant will have to pay a \$100.00 deposit at time of application submittal and \$100.00 permit fee once all forms are completed and hydrant being used to the Olmsted Township Building Department for use of one (1) or more hydrants. At that time a hydrant permit will be issued. **The deposit and fee are per hydrant being used.**
  - B. After the permit fee is paid, a “**Letter of Permission to Use Fire Hydrant**” will be issued by the Olmsted Township Building Department to the applicant signed by the Fire Chief (or his designee).
3. The applicant must take the Olmsted Township “**Letter of Permission to Use Fire Hydrant**” to the City of Cleveland, Division of Water and get a “**Fire Hydrant Usage Permit**”. The applicant must pay in advance to the City of Cleveland, Division of Water an estimate of “Water Usage”, “Hydrant Rental”, and “Hydrant Permit Fee”.
  - A. If the applicant has an existing account with the City of Cleveland, Division of Water. The applicant can fax the Olmsted Township “**Letter of Permission to Use Fire Hydrant**” to Division of Water at (216) 664-2838. Division of Water will then charge the applicants’ account an estimate of “Water Usage”, “Hydrant Rental” and “Hydrant Permit Fee”.
  - B. If the applicant does not have an existing account with the City of Cleveland, Division of Water, the applicant will then take the Olmsted Township “**Letter of Permission to Use Fire Hydrant**” to the “Permits and Sales Desk” of the City of Cleveland, Division of Water, 1201 Lakeside Avenue, Second Floor, Cleveland, Ohio. The applicant will have to pay an estimate of “Water Usage”, “Hydrant Rental” and “Hydrant Permit Fee” at this time.
  - C. After the fees have been paid to the City of Cleveland, Division of Water, they will issue the applicant a “**Fire Hydrant Usage Permit**”.



4. The applicant **must return the following documents** to the Olmsted Township Building Department before being allowed to use the fire hydrant(s):
  - A. Olmsted Township “**Letters of Permission to Use Fire Hydrant**” with all three (3) signatures areas completed.
  - B. A copy of the City of Cleveland, Division of Water “**Fire Hydrant Usage Permit**” showing all fees have been paid.
  - C. Once these documents have been received by the Olmsted Township Building Department, the permit will be in force and effect for a period of not more than thirty (30) days.
  - D. The Olmsted Township Building Department will then notify the Fire Department of the fire hydrant(s) to be used. Copies of the Olmsted Township “**Letter of Permission to Use Fire Hydrant**” (with all three (3) signatures areas completed) and City of Cleveland Division of Water “**Fire Hydrant Usage Permit**” (showing all fees have been paid) will be forwarded to the Fire Department. The Fire Department will then inspect and document the fire hydrant(s) prior to the applicant using the fire hydrant(s) to make sure they are in good working order.
5. Upon completion of the project and the usage of the fire hydrant(s), the applicant must notify the Olmsted Township Building Department.
  - A. The Olmsted Township Building Department will notify the Fire Department. The fire hydrant(s) that were used will be inspected and documented by the Fire Department after the applicant has finished using the fire hydrant(s) to make sure they are in good working order.
  - B. If the fire hydrant(s) are found to be damaged, the Olmsted Township Fire Department will document the damages and will notify the City of Cleveland, Division of Water and the applicant.
  - C. The City of Cleveland, Division of Water will repair the fire hydrant(s) and charge the applicant for the repair or replacement of the damaged fire hydrant(s).
6. Failure to comply with or falsification of any of the above documents will result in the immediate revocation of this “**Fire Hydrant Usage Permit**” and **criminal persecution**.



**BUILDING DEPARTMENT**  
7900 Fitch Road, Olmsted Township, OH 44138  
Phone Number: 440-235-4225 building@olmstedtownship.org

### APPLICATION FOR FIRE HYDRANT USE PERMIT

Applicants / Company Name: \_\_\_\_\_  
Applicants Address: \_\_\_\_\_  
City, State, & Zip: \_\_\_\_\_  
Office Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Person's Cell: \_\_\_\_\_  
Contact Person's Email: \_\_\_\_\_  
Reason for use: \_\_\_\_\_  
Date(s) of intended use: \_\_\_\_\_  
List address of each hydrant to be used: \_\_\_\_\_  
\_\_\_\_\_

### RULES FOR USE OF FIRE HYDRANT

1. No hydrant shall be used unless a Fire Hydrant application and fee of fifty dollars \$ 100.00 is submitted to Olmsted Township Building Department and a copy of the permit obtained from the Cleveland Water Department. **A copy of Cleveland Water permit MUST be submitted to Olmsted Township Building Department before use of Hydrant is permitted.**
2. Only the proper tools and connections are to be used on Hydrant. A Hydrant Wrench must be used. Pipe Wrench and Crescent wrenches WILL NOT be tolerated.
3. All hydrants used for any purpose MUST have a reducing coupling attached to nozzle of the hydrant, along with independent gate valve for regulating the water supply. The main valve of the hydrant must be open fully (to cover the barrel drains) and remain open until stoppage of work at the end of the day. The independent gate valve will be used to turn on and off the water during the workday.
4. When starting work, if the hydrant is found out of order or damaged in any way, the user/applicant MUST report this condition as follows:
  - a. Contact Olmsted Township Fire Department at (440) 235-3746 and report hydrant damaged or out of service.
  - b. Contact the Division of Water, Permits and Sales Unit by facsimile at (216) 420-7991 within 24 hours.
5. The applicant SHALL be financially responsible for any and all damages which may occur while using the hydrant. The cost of repairs will be borne wholly by the applicant. A final inspection by the Olmsted Township Fire Department will be conducted on the last day of the permit.
6. If hose or water streams will affect traffic or safety on public properties or roads, the applicant MUST first notify the Olmsted Township Police Department for such an operation and provide a flagman, if applicable.
7. If hydrant is across the road. Ramps will need to be installed to eliminate hammering on hydrant.

I have read the above rules regarding Fire Hydrant use and agree to abide by the rules and regulations as specified.

Accepted By: \_\_\_\_\_  
Signature of Applicant Date



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7900 Fitch Road, Olmsted Township, OH 44138  
Phone Number: 440-235-4225 building@olmstedtownship.org

### LETTER OF PERMISSION TO USE FIRE HYDRANT

**To:** City of Cleveland  
Water Permits and Sales  
1201 Lakeside Avenue  
Cleveland, Ohio 44114

**From:** Olmsted Township Fire Department  
Fire Prevention Bureau

**Permission is granted to:**

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person's Cell: \_\_\_\_\_

Contact Person's Email: \_\_\_\_\_

**Permission is granted for the use of Fire Hydrant(s).**

**List address of each hydrant to be used:** \_\_\_\_\_.

Applicant must obtain a permit from the Cleveland Water Department.

It is understood that only the proper tools are to be used on the hydrant, such as hydrant wrench, adapters, etc....It is further understood that any damage to the hydrant incurred while being used by the above named applicant, will be repaired by same.

Sincerely,  
Chief Matthew Schneider  
Olmsted Township Fire Department  
Phone: (440) 235-3746

**Authorized By:** \_\_\_\_\_  
Authorized By                      Date

**Accepted By:** \_\_\_\_\_  
Signature of Applicant                      Date

**Cleveland Water Department:**

\_\_\_\_\_  
Signature                      Date



**BUILDING DEPARTMENT**  
7900 Fitch Road, Olmsted Township, OH 44138  
Phone Number: 440-235-4225 [building@olmstedtownship.org](mailto:building@olmstedtownship.org)

**NOTE:**

COPY OF THIS LETTER MUST BE RETURNED TO BUILDING DEPARTMENT WITH SIGNATURES AND PERMIT FROM THE CITY OF CLEVELAND WATER DEPARTMENT.

**TEMPORARY/HYDRANT PERMIT**

In some instances, you may need a temporary source of water for a variety of uses. A non-permanent service connection requires a temporary/hydrant permit.

Potential acceptable uses for a temporary/hydrant permit include:

- Construction
- Demolition/Dust Control
- Landscaping and Community Gardens
- Filling Containers
- Cleaning
- Flushing
- Mixing Cement

There are two types of permits available: metered and estimated. Metered permits are only issued for long-term usage (6 months or longer). All other permits are estimated by Cleveland Water. Please note: Customers in suburbs must also supply a copy of the approval letter from the fire chief of that suburb to use the hydrants.

For more information about temporary/hydrant permits, call Cleveland Water at (216) 664-2444. To obtain a permit, visit Cleveland Water at:

Permits & Sales  
1201 Lakeside Ave., 2<sup>nd</sup> Floor  
Cleveland, Ohio 44114